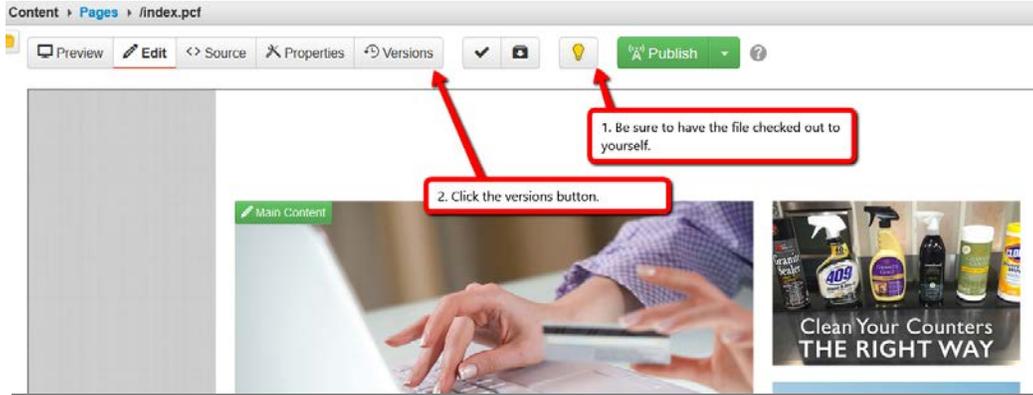


Version Control in OU Campus

Please note: This guide assumes you have already logged in, and have entered the WYSIWYG, or edit mode.

Step 1 – Versions Button

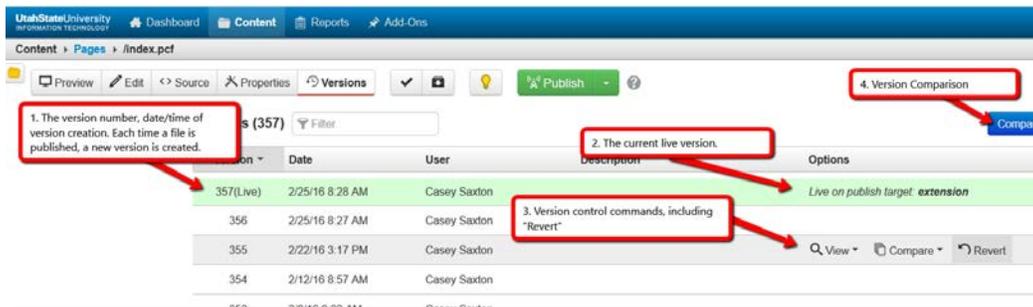


1 - Once you have logged into OU Campus, [check the file out](https://extension.usu.edu/ou-campus/beginner/checking-in-out-files.php).

<https://extension.usu.edu/ou-campus/beginner/checking-in-out-files.php>

2 - Click the "versions" button at the top of the page.

Step 2 - Version Control Page



1 - Version data, including version number, date, and publisher.

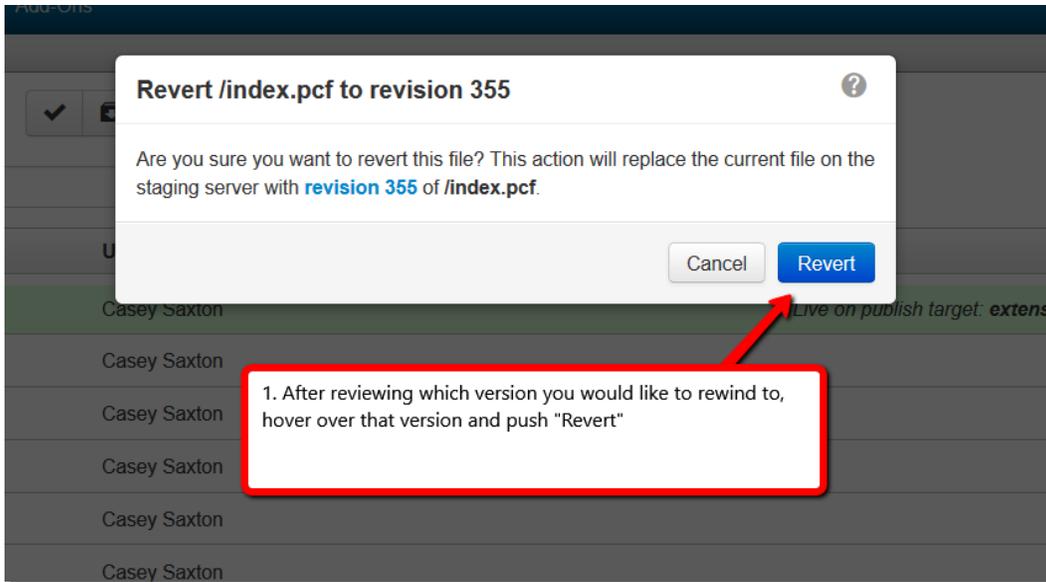
2 - Indicates which version is live.

3 - Version options, including "View"

"Compare" and "Revert". View "Pro Tip!" below.

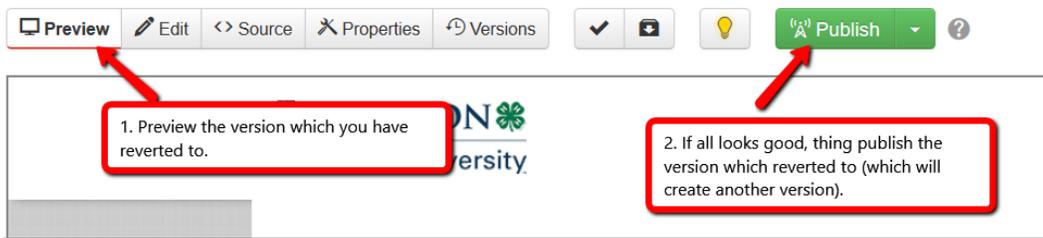
4 - Version comparison.

Step 3 – Verify Revert



1 - Once you have selected the page you would like to revert to, verify that you would like to revert by clicking "Revert" in the dialogue box which appears.

Step 4 - Preview Then Publish



1. After you have reverted, preview the page (just as a double check).

1.1 If you need to make any edits, you can easily

do so by clicking the "Edit" button.

2 - Publish the file which you have reverted to. Once published, another version will have been created.

Pro Tip!

Once you push publish, add a description. Next time you look at the versions, the description will help you determine which version to revert to.